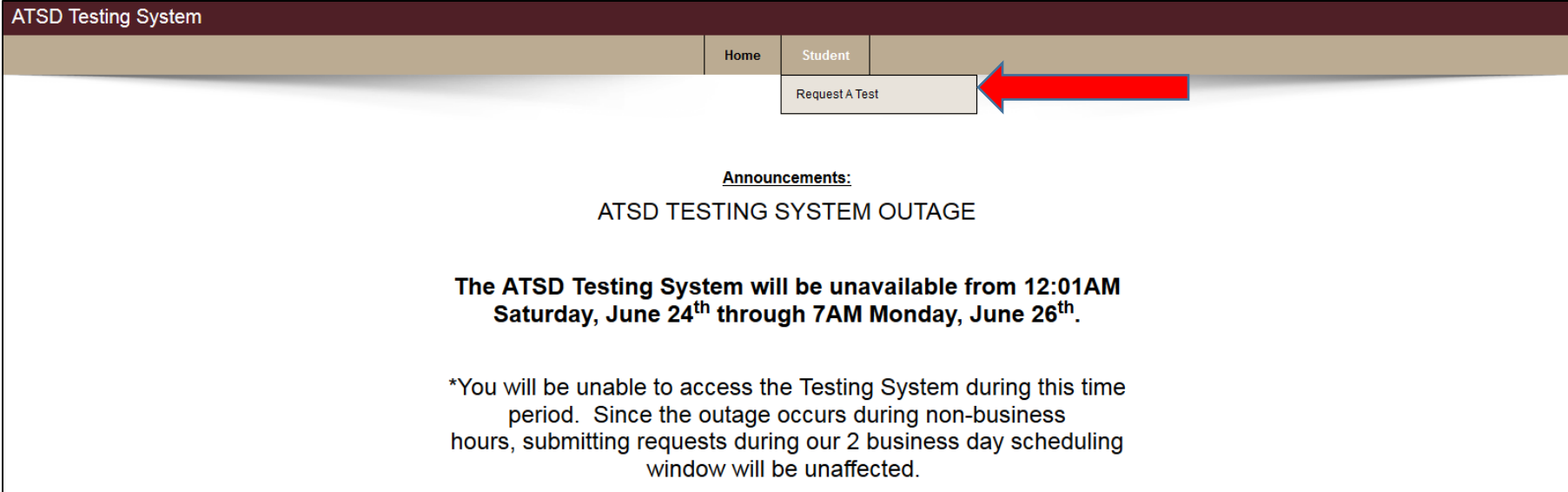


ATSD Testing System – Student Instructions

Requesting an Assessment

1.) To begin, click on “Request a Test” from the Student drop-down menu.



The screenshot shows the ATSD Testing System interface. At the top, there is a dark red header with the text "ATSD Testing System". Below this is a light brown navigation bar with three buttons: "Home", "Student", and "Request A Test". The "Request A Test" button is highlighted with a red arrow pointing to it from the right. Below the navigation bar, the main content area is white and contains the following text:

Announcements:
ATSD TESTING SYSTEM OUTAGE

The ATSD Testing System will be unavailable from 12:01AM Saturday, June 24th through 7AM Monday, June 26th.

*You will be unable to access the Testing System during this time period. Since the outage occurs during non-business hours, submitting requests during our 2 business day scheduling window will be unaffected.

ATSD Testing System – Student Instructions

- 2.) This page allows you to view the classes in which you are currently enrolled and the date/time of the class. Click on the desired class tile to proceed.

The screenshot shows a user interface with a button labeled "View Current Accommodations" at the top left. Below it are three class tiles, each with a title, instructor name, course ID, and a partial schedule. To the right of these tiles is contact information for the ATSD Office.

| Class Title | Instructor | Course ID | Time |
|--------------------|------------|-----------|------------------|
| THESIS | Weaver | GEO 5399A | ----- |
| INDEPENDENT STUDY | Savelyev | GEO 7390 | ----- |
| QUALITATIVE METHOD | Devine | GEO 7393A | Mo.----- 9:00 AM |

ATSD Office
Phone: 512-245-7856
Email: atsd@txstate.edu
Website: ATSD Website

NOTE: Clicking on the “View Current Accommodations” button will allow you to view the accommodations that will be applied to your assessment.

The dialog box is titled "Current ODS Accommodations" and contains a table with two columns: "accommodation" and "expiration".

| accommodation | expiration |
|--|---------------------|
| Extended time (1.5 time) on all in-class exams and quizzes | 7/1/2117 7:12:25 AM |
| Reduced distraction environment for testing | 7/1/2117 7:12:25 AM |


To make changes, click on **ODS Accommodations Changes**

OK

ATSD Testing System – Student Instructions

3.) Select the type of assessment (Quiz, Test, Make-Up, or Final) from the “Type of Assessment” drop-down menu.

Course: **THESIS (GEO 5399A)**
Class time: ---

Type of Assessment: Test 

Requested Test Date: September 15 (Fri) 2017


Requested Test Begin Time: 11:00 AM

Submit Cancel

4.) Select the day you would like to take your assessment from the drop down menus in “Requested Test Date.”

Course: **THESIS (GEO 5399A)**
Class time: ---

Type of Assessment: Test

Requested Test Date: September 15 (Fri) 2017 

Requested Test Begin Time: 11:00 AM

Submit Cancel

ATSD Testing System – Student Instructions

5.) Select the testing time **CLOSEST** to the time you would take the assessment in class.

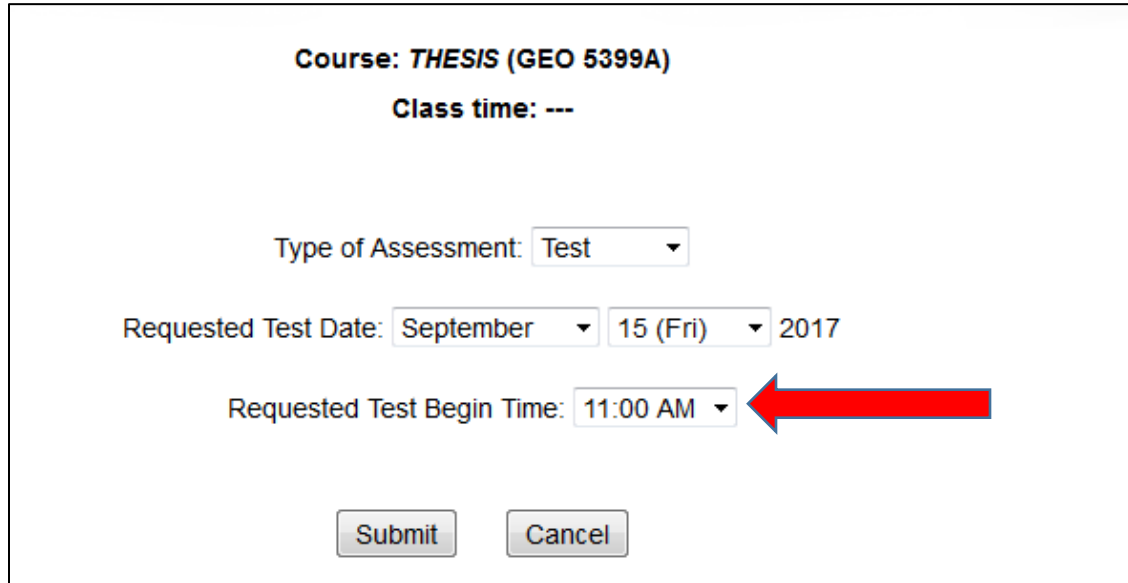
Course: THESIS (GEO 5399A)
Class time: ---

Type of Assessment: Test

Requested Test Date: September 15 (Fri) 2017

Requested Test Begin Time: 11:00 AM

Submit Cancel



6.) Click the “Submit” button.

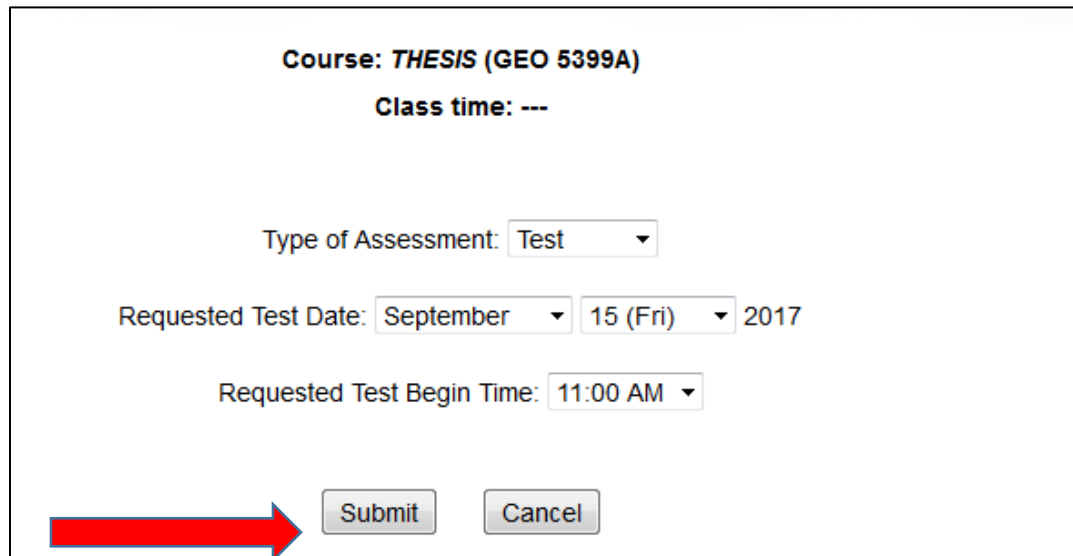
Course: THESIS (GEO 5399A)
Class time: ---

Type of Assessment: Test

Requested Test Date: September 15 (Fri) 2017

Requested Test Begin Time: 11:00 AM

Submit Cancel



ATSD Testing System – Student Instructions

7.) You will return to the page that features your classes. The number at the bottom of each tile will reflect the number of requests you have for the class;

View Current Accommodations

| | | |
|--|--|---|
| <p>ENT IT & BUS INTEL Collins CIS 3380 Mo.Tu.We.Th.Fr 2:00 PM</p> <p>✓ 7/12/2017 12:00 PM</p> <p>4</p> | <p>BUSINESS FINANCE Moon FIN 3312 Mo.Tu.We.Th.Fr 10:00 AM</p> <p>7/20/2017 10:00 AM</p> <p>7</p> | <p>MARKETING RESEARCH Zank MKT 3370 Mo.Tu.We.Th.Fr 12:00 PM</p> <p>✗ 7/17/2017 8:00 AM</p> <p>9</p> |
|--|--|---|

the date and time of your next assessment;

View Current Accommodations

| | | |
|--|--|---|
| <p>ENT IT & BUS INTEL Collins CIS 3380 Mo.Tu.We.Th.Fr 2:00 PM</p> <p>✓ 7/12/2017 12:00 PM</p> <p>4</p> | <p>BUSINESS FINANCE Moon FIN 3312 Mo.Tu.We.Th.Fr 10:00 AM</p> <p>7/20/2017 10:00 AM</p> <p>7</p> | <p>MARKETING RESEARCH Zank MKT 3370 Mo.Tu.We.Th.Fr 12:00 PM</p> <p>✗ 7/17/2017 8:00 AM</p> <p>9</p> |
|--|--|---|

ATSD Testing System – Student Instructions

and whether or not the assessment was approved or denied. A check indicates an approved request and an “X” indicates a denied request. A request without a symbol indicates that it is still pending approval or denial.

View Current Accommodations

| | | |
|---|---|---|
| ENT IT & BUS INTEL Collins CIS 3380 Mo.Tu.We.Th.Fr 2:00 PM | BUSINESS FINANCE Moon FIN 3312 Mo.Tu.We.Th.Fr 10:00 AM | MARKETING RESEARCH Zank MKT 3370 Mo.Tu.We.Th.Fr 12:00 PM |
| ✓ 7/12/2017 12:00 PM 4 | 7/20/2017 10:00 AM 7 | ✗ 7/17/2017 8:00 AM 9 |

NOTE: If you have concerns about the status of your request(s), please contact your instructor.

Viewing Requests & Assessment Details

1.) To view a request, begin by clicking on the desired tile.

View Current Accommodations

| | | |
|---|---|---|
| ENT IT & BUS INTEL Collins CIS 3380 Mo.Tu.We.Th.Fr 2:00 PM | BUSINESS FINANCE Moon FIN 3312 Mo.Tu.We.Th.Fr 10:00 AM | MARKETING RESEARCH Zank MKT 3370 Mo.Tu.We.Th.Fr 12:00 PM |
| ✓ 7/12/2017 12:00 PM 7 | 7/20/2017 10:00 AM 7 | ✗ 7/17/2017 8:00 AM 9 |

ATSD Testing System – Student Instructions

- 2.) This screen shows all pending assessments for a course. A checkmark indicates an approved request and an “X” indicates a denied request.

| Upcoming Tests | | | | |
|----------------|-----------|----------|-----------------|--------|
| ✓ | 7/12/2017 | 12:00 PM | Final | Cancel |
| | 7/14/2017 | 12:00 PM | Quiz | Cancel |
| | 7/17/2017 | 8:00 AM | Quiz | Cancel |
| | 7/19/2017 | 12:00 PM | Test | Cancel |
| | 7/24/2017 | 9:30 AM | Quiz | Cancel |
| ✓ | 7/27/2017 | 9:30 AM | Test | Cancel |
| | | | Assessment Info | |
| ✓ | 8/10/2017 | 3:00 PM | Final | Cancel |
| | | | Assessment Info | |

Course: ENT IT & BUS INTEL (CIS 3380)
Class time: 2:00 PM

Type of Assessment:

Requested Test Date: 2017

Requested Test Begin Time:

ATSD Testing System – Student Instructions

- 3.) Clicking on the **Assessment Info** button brings up the following page which specifies how the test will be administered, approved materials, and further comments from your instructor.

Administer via: Paper/Pencil

Approved Materials:

- * Computer
- * Formula sheet/Note card
- * Calculator (Financial)

Instructor Comments: Collect homework from student

NOTE: If a material is not listed here, you will NOT be able to use it during the assessment. Notify your instructor immediately if there are discrepancies with approved materials as displayed here.

Canceling a Request

- 1.) To cancel a request, begin by selecting the appropriate class.

View Current Accommodations

| | | |
|--|--|--|
| ENT IT & BUS INTEL Collins CIS 3380 Mo. Tu. We. Th. Fr 2:00 PM | BUSINESS FINANCE Moon FIN 3312 Mo. Tu. We. Th. Fr 10:00 AM | MARKETING RESEARCH Zank MKT 3370 Mo. Tu. We. Th. Fr 12:00 PM |
| ✓ 7/12/2017 12:00 PM 7 | 7/20/2017 10:00 AM 7 | ✗ 7/17/2017 8:00 AM 9 |

ATSD Testing System – Student Instructions

2.) In the “Upcoming Tests” box as the top of the screen click on the **Cancel** button next to the request you would like to cancel.

| Upcoming Tests | | | | |
|------------------------|-----------|----------|-------|---------------|
| ✓ | 7/12/2017 | 12:00 PM | Final | Cancel |
| | 7/14/2017 | 12:00 PM | Quiz | Cancel |
| | 7/17/2017 | 8:00 AM | Quiz | Cancel |
| | 7/19/2017 | 12:00 PM | Test | Cancel |
| | 7/24/2017 | 9:30 AM | Quiz | Cancel |
| ✓ | 7/27/2017 | 9:30 AM | Test | Cancel |
| Assessment Info | | | | |
| ✓ | 8/10/2017 | 3:00 PM | Final | Cancel |
| Assessment Info | | | | |

Course: ENT IT & BUS INTEL (CIS 3380)
Class time: 2:00 PM

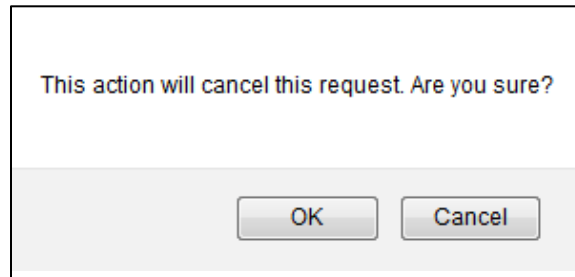
Type of Assessment:

Requested Test Date: 2017

Requested Test Begin Time:

ATSD Testing System – Student Instructions

3.) You will be prompted to confirm the cancellation. Click “OK” to proceed.



4.) You will receive a confirmation as a pop-up that the request has been cancelled.



5.) The request should have also disappeared from the “Upcoming Tests” list. In the example below, the assessment scheduled for July 17 disappears.

